

PeopleSoft Printing the State Employee Deduction Report

August 22, 2006



REQUESTING AN EMPLOYEE DEDUCTION REPORT

Use the following navigation to 'State Employee Deduction Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>State Employee Deduction Report.

A screenshot of the "State Employee Deduction Rpt." form. The form has a title bar "State Employee Deduction Rpt." and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the subtitle are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Under the "Add a New Value" tab, there is a "Search by:" label followed by "Run Control ID begins with" and a text input field. An arrow points to the input field. Below the input field is a checkbox labeled "Case Sensitive". At the bottom of the form are two buttons: "Search" and "Advanced Search". At the very bottom, there are two links: "Find an Existing Value" and "Add a New Value".

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter the Company; which is always 'ND' and your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). There is also the option of printing the Employee Deduction Report for all departments within your business unit (click the button 'Run for all Depts within Business Unit') or printing this report for a specific department by typing in the department number or choosing it from the dropdown list. One of the department options must be chosen. The last field is the Pay Period End Date. This report can be run for current or prior months, enter the month end date for the period you are running. Then Click 'Run'.

Employee Deduction Report

Run Control ID: 110
[Report Manager](#)
[Process Monitor](#)

Run

Company: ND
Business Unit: 11000
Department: %
For Pay Period Ending: 03312006

☒ Run for all Depts within Business Unit

Optional for departments

Save Notify

Add Update/Display

The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

Process Scheduler Request

User ID: lberger2
Run Control ID: 110

Server Name: PSNT
Run Date: 08/22/2006
Recurrence:
Run Time: 10:25:50AM
Time Zone:
Reset to Current Date/Time

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|---------------------------|--------------|--------------|------|--------|------------------------------|
| <input checked="" type="checkbox"/> | Employee Deduction Report | NDSR207 | Crystal | Web | PDF | Distribution |

OK

Cancel

When you're returned to this screen, click on 'Process Monitor' to view the status of the report.

Employee Deduction Report

Run Control ID: 110
[Report Manager](#)
[Process Monitor](#)

Company:
Business Unit:
Department:
☒ Run for all Depts within Business Unit

For Pay Period Ending:

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Process List

Server List

View Process Request For

User ID:
Type:
Last: Days

Server:
Name:
Instance: to

Run Status:
Distribution Status:
☒ Save On Refresh

Process List

Customize | Find | View All | First 1-5 of 5 Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------------------|----------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 379953 | | Crystal | NDSPR207 | lberger2 | 08/22/2006 10:25:50AM CDT | Success | Posted | Details |
| <input type="checkbox"/> | 379947 | | SQR Report | NDSPR21 | lberger2 | 08/22/2006 8:22:11AM CDT | Success | Posted | Details |
| <input type="checkbox"/> | 379944 | | PSJob | NDSP201J | lberger2 | 08/22/2006 8:22:11AM CDT | Success | Posted | Details |
| <input type="checkbox"/> | 379942 | | SQR Report | NDSPR21 | lberger2 | 08/21/2006 2:59:36PM CDT | Success | Posted | Details |
| <input type="checkbox"/> | 379939 | | PSJob | NDSP201J | lberger2 | 08/21/2006 2:59:36PM CDT | Success | Posted | Details |

[Go back to State Employee Deduction Rpt.](#)

[Process List](#) | [Server List](#)

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

Process Detail

Process

Instance: 379953 **Type:** Crystal
Name: NDSPR207 **Description:** Employee Deduction Report
Run Status: Success **Distribution Status:** Posted

Run

Run Control ID: 110
Location: Server
Server: PSNT
Recurrence:

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Restart Request

Date/Time

Request Created On: 08/22/2006 10:41:01AM CDT
Run Anytime After: 08/22/2006 10:25:50AM CDT
Began Process At: 08/22/2006 10:41:15AM CDT
Ended Process At: 08/22/2006 10:43:14AM CDT

Actions

[Parameters](#) Transfer
[Message Log](#)
Batch Timings
[View Log/Trace](#)

OK

Cancel

Then click the report name below to view the report.

View Log/Trace

Report

Report ID: 949 **Process Instance:** 379953 [Message Log](#)
Name: NDSPR207 **Process Type:** Crystal
Run Status: Success
Employee Deduction Report

Distribution Details

Distribution Node: REFNODE **Expiration Date:** 10/21/2006

File List

| Name | File Size (bytes) | Datetime Created |
|-------------------------------------|-------------------|----------------------------------|
| Message Log | 0 | 08/22/2006 10:43:14.650000AM CDT |
| NDSPR207_379953.PDF | 92,535 | 08/22/2006 10:43:14.650000AM CDT |
| pssqltrace.trc | 488 | 08/22/2006 10:43:14.650000AM CDT |

Distribute To

| Distribution ID Type | Distribution ID |
|----------------------|-----------------|
| User | lbe1ser2 |

Return

The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

11/26/2003

NDS Employee Deduction Report

Page 2 1

Business Unit: 11000 Office of Mgmt & Budget

Department: 110110 Office of Management & Budget

Employee 1 0420732

| | | | | | | | | |
|--------|---------|--------|--------|-------------|--------|--------|------------|-------|
| P10102 | Dak PPO | 488.70 | P11102 | DentalFLX | 27.72 | P1Z102 | St A's | 1.34 |
| P20101 | Basic | 0.28 | P4B108 | PERSDC | 115.00 | P60101 | FSA Med | 27.75 |
| P70104 | NDPERS | 250.34 | S00731 | YMCA Bismar | 40.00 | S00831 | Miss SI UW | 10.00 |
| S00901 | Sec 125 | 4.24 | | | | | | |

Employee 2 0520807

| | | | | | | | | |
|--------|----------|--------|--------|------------|-------|--------|--------|--------|
| P10102 | Dak PPO | 488.70 | P14102 | VisionFLX | 9.04 | P1Z102 | St A's | 1.34 |
| P20101 | Basic | 0.28 | P25102 | DEP Life 5 | 0.83 | P2E101 | FLXLIF | 0.48 |
| P4B104 | Hartford | 25.00 | P60101 | FSA Med | 50.00 | P70104 | NDPERS | 211.13 |
| S00901 | Sec 125 | 4.55 | | | | | | |

Employee 3 0132328

| | | | | | | | | |
|--------|-----------|--------|--------|---------|-------|--------|--------|--------|
| P10102 | Dak PPO | 488.70 | P1Z102 | St A's | 1.34 | P20101 | Basic | 0.28 |
| P4B103 | Equitable | 500.00 | P60101 | FSA Med | 25.00 | P70104 | NDPERS | 269.40 |
| S00101 | Flx AHLAC | 70.64 | S00901 | Sec 125 | 7.32 | | | |

Employee 4 0265676

| | | | | | | | | |
|--------|---------|--------|--------|--------|--------|--------|------------|------|
| P10102 | Dak PPO | 488.70 | P1Z102 | St A's | 1.34 | P20101 | Basic | 0.28 |
| P60101 | FSA Med | 15.00 | P70104 | NDPERS | 259.28 | S00831 | Miss SI UW | 5.00 |
| S00901 | Sec 125 | 1.15 | | | | | | |

Employee 5 0225970

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|--------|---------|--------|--------|--------|--------|--------|------------|------|
| P10102 | Dak PPO | 488.70 | P1Z102 | St A's | 1.34 | P20101 | Basic | 0.28 |
| P60101 | FSA Med | 15.00 | P70104 | NDPERS | 259.28 | S00831 | Miss SI UW | 5.00 |
| S00901 | Sec 125 | 1.15 | | | | | | |